



## **WORK ASSIGNMENT**

**CONTRACTOR:** Scientific Consulting Group, Inc.  
**CONTRACT NUMBER:** EP-D-14-001  
**WORK ASSIGNMENT NO:**  
**WORK ASSIGNMENT TITLE:** Quality and Standards for Healthy Buildings

**WORK ASSIGNMENT MANAGER:**

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**LEVEL OF EFFORT:** hours

**PERIOD OF PERFORMANCE:** 01/01/2014 through 12/31/2014

### **I. BACKGROUND**

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) gives EPA broad authorization to address indoor air quality. The Indoor Environments Division (IED) is responsible for implementing national policies on indoor air pollution and protecting the public from related health impacts, such as radon, childhood asthma, environmental tobacco smoke and more.

Public demand for knowledge about indoor environmental problems, including their health risks and the means by which human exposure can be reduced, has been fueled by a growing body of scientific information confirming the adverse health impacts of radon and other indoor pollutants. The Radon Program of the Office of Radiation and Indoor Air (ORIA) in the Environmental Protection Agency (EPA) recognizes the need for a variety of audiences to understand these risks and to be informed about available methods risk reduction. As a voluntary program, two main objectives of the Radon Programs are disseminating information and conducting education and outreach activities via meeting and conferences that inform a broad range of constituents; these being the general public, building design, construction, and management professionals, private sector diagnostic, and mitigation firms, industry associations, environmental researchers, and experts, indoor environmental educators, EPA program partners, public health, and advocacy organizations, health practitioners, and environmental health officials at Federal, State and local levels.

Contractor support is required to ensure that appropriate and effective product design and revision, issue research and analysis, and meeting and conference support are received by the EPA Radon Program in a timely and cost-effective manner.

In carrying out support activities under this work assignment, the contractor is to refrain from either developing or interpreting EPA policy, and is to communicate only those policies conveyed by EPA for dissemination to customers. Contract personnel are to identify themselves in all dealings with the public (written and oral) as contractors to EPA who are providing an information distribution service. Finally, the contractor shall conform to all requirements regarding printing and duplication materials as defined in Title 1 of U.S. GPO Government Printing and Binding Regulations, No. 25, November 1987.

**In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an "Inherently Governmental function."**

## **II. TASKS**

### **Task 1 Provide Budget and Technical Approach**

As needed and requested by WAM, the contractor shall provide technical approach with detailed information on the contractor's approach for accomplishing each project, including a schedule of deliverables, staffing plans, with statements of experience, estimated labor hours and cost. Technical approval and budget documents are required within 20 calendar days of the effective date of the work assignment.

No work shall begin on this Work Assignment until Technical Direction is received from the EPA WAM.

### **Task 2 Guidance and Technical Meetings**

The contractor shall attend no more than 10 in person meetings with EPA WAM to receive EPA guidance and discuss technical issues regarding all tasks indicated. Each meeting shall be approximately one to two hours in duration. The meetings will take place either at the contractor's office or at the EPA WAM's office (Washington, DC). Times and dates to be determined by WAM through technical direction.

#### **Deliverables:**

The contractor shall attend no more than 10 overall guidance and technical issues meetings with WAM. Upon direction by WAM, the contractor will prepare and deliver reports and/or summaries of meetings no more than two pages in length within five business days of the meeting.

**Task 3 Radon Program Meetings/Conferences** Applicable SOW Sections: D2(c,l) & E2

The contractor shall provide logistical support in planning and implementing up to 80 Radon Program meetings, workgroups, conference calls, webinars, etc. as directed where project-specific events, updates, and other information that would be useful to the entire network are the topic(s) of discussion or presentation. These meetings include standards and codes committee conference calls and in-person consensus workshops as described in Task 4, outreach to key stakeholders to gain support for state, local or tribal adoption of codes, and radon stakeholder consensus exercises to update affected parties and to discuss outcomes, roles and priorities.

The contractor also shall provide travel and lodging support for two staff members for preparations, presentations and participation in state, local or tribal adoption of radon codes development described under Task 4. No remuneration or honorarium or payment for services will be included.

The contractor shall provide conference fees, travel and lodging support for two staff members for participation as needed for training and technical expert representation and presentations of progress under standards, codes, HUD collaborations and benefit/cost in the National Radon Meeting and Training Conference in Charleston, SC on September 30, 2014. No remuneration or honorarium or payment for services will be included.

**Deliverables:**

The contractor shall provide support (e.g., agenda development, prospective participant identification and invitation, meeting minutes, and other similar activities) for up to 80 Radon Program meetings, workgroups or conference calls upon notification from the WAM. Events will typically last from one to three hours.

Delivery of at most four consensus meetings to prioritize next standards. Formation of committee and kick-off meeting for drafting new standard as prioritized during consensus meetings.

Preparation and delivery of four presentations and/or webinars based on recent work in standards, codes, mitigation technologies, benefit/costs and risk assessment scoping.

The contractor shall schedule as directed by WAM and arrange for travel and lodging for two staff members for up to three days as needed to attend planning and implementation meetings for state, local or tribal code implementation. Location is not determined yet. No remuneration or honorarium will be included.

Summary report of outreach performed and results obtained for support of codes.

The Contractor shall schedule as directed by WAM and arrange for travel and lodging for two staff members to attend and present at the National Radon Meeting in Charleston, SC that occurs on September 30, 2014. No remuneration or honorarium will be included.

**Task 4 Radon Research and Technical Analysis** Applicable SOW Sections: B2(a,c,e,f), C2(a,b), D2(b,f,g,m,n,q)

Task 4a. The contractor shall provide research, technical writing and analysis services on radon device measurement systems and on laboratory quality assurance and quality control as outlined in the Quality Assurance Project Plan (QAPP) for Radon Device Performance Check, dated September 24, 2013. The nature of this service shall be identifying sources of information, obtaining, compiling, and performing quantitative and qualitative analysis of identified information, providing technical support and production of written hardcopy or electronic summaries, drafting and finalizing applicable sections of QAPP, technical presentations, technical peer-reviewed papers and final reports related to these activities as directed.

Task 4b. The contractor shall provide research, technical writing and analysis services on radon measurement and mitigation in multi-family housing, schools and large buildings. The contractor will provide logistical and administrative support for production of consensus-based standards and related to these subjects. Support includes organizing meetings with standards committee members, keeping and sharing notes and minutes, compiling comments, providing up to six approximately two- page summaries to WAM as directed on status of groups.

Task 4c. The contractor shall provide research, technical writing and analysis services on radon measurement and mitigation relevant in building support for building codes. The contractor will provide logistical and administrative support for production of codes related to these subjects. Support includes organizing meetings with codes committee members and stakeholders, keeping and sharing notes and minutes. Technical writing support will be documented by providing to the WAM a final summary of contributions.

Task 4d. The contractor shall provide research, technical writing and analysis services on radon measurement and mitigation relevant in developing a study plan and QAPP related to multifamily mitigation effectiveness.

Task 4e. The contractor shall provide research, technical writing and analysis services on radon measurement and mitigation and produce a QAPP and an updated radon program benefit/cost analysis.

Task 4f. The contractor shall provide research, technical writing and analysis services on radon measurement and mitigation and produce a QAPP and a scoping document with gap analysis for updates on the radon risk assessment.

**Deliverables:**

Final production and publishing of the report for radon device measurement systems according to work performed under the Quality Assurance Project Plan (QAPP) for Radon Device Performance Check, dated September 24, 2013.

Production and publishing of a technical manuscript in approved format based on the final report for radon device measurement systems.

Quarterly reports of status, timelines, milestones and other as directed by WAM.

End of fiscal year summaries of contractor contributions to technical writing that involved production of standards and codes on multifamily housing, schools and large buildings and quality assurance and on mitigation technologies, updated benefit/cost and risk assessment.

Final production of standards: N42.51, Radon Mitigation in Multifamily, Radon Measurement in Schools and Large Buildings, and Radon Mitigation in Schools and Large Buildings as approved by the consortium committee.

Production and publishing of a technical manuscript in approved format based on the updated benefit/cost analysis and corresponding QAPP.

Production and publishing of a technical manuscript in approved format based on the scoping study with gap analysis for updates on the radon risk assessment and corresponding QAPP.

Production of a study plan and QAPP in approved format based on the mitigation effectiveness study in conjunction with HUD.

Production of a draft standard for new standard as prioritized during consensus meetings.

**Task 5. SCHEDULE & DELIVERABLES**

Task	Deliverable	Due Date
1.0	Prepare and deliver budget and technical approach	Within 20 calendar days of the effective date of the work assignment
2.0	Guidance & Technical Meetings	January - August 2014– up to 6 meetings as directed by WAM

3.0	Provide Meeting/Conference Support	<p>80 program meetings as needed or directed.</p> <p>Four webinars by December 2014.</p> <p>Consensus meetings by March 2014.</p> <p>New standard kick-off meeting by August 2014.</p> <p>Summary of codes outreach and results by December 2014.</p> <p>Codes onsite preparation meetings by September 2014</p> <p>National Radon Meeting presentation and technical expert availability by September 2014</p>
4.0	Research and Analysis of radon topics/issues	<p>Final report for device measurement systems by March 2014.</p> <p>Draft manuscript ready for public comment for device measurement systems by April 2014.</p> <p>Final manuscript for devices by July 2014.</p> <p>Quarterly reports March, June, &amp; September 2014.</p> <p>Final summaries by December 2014.</p> <p>QAPP for risk assessment scoping by August 2014</p> <p>Document on risk assessment scoping exercise by November 2014.</p> <p>QAPP for benefit/cost by February 2014.</p> <p>Document on benefit/cost by April 2014.</p> <p>Study plan and QAPP for mitigation by July 2014.</p> <p>Standards by April 2014.</p> <p>Draft of new standard by October 2014.</p>
5.0	Master and an archive copy of all deliverables and drafts	December 31, 2014

#### IV. GENERAL

The contractor shall provide the WAM with a master and an archive copy of all deliverables and drafts. Associated disks compatible with ORIA equipment (MS Word for basic reports and documents, PageMaker for those items which will be published and .HTML format for those items which will be inserted in EPA's website, Excel or Access for spreadsheets and/or databases) must also be provided upon completion of the work assignment.

The contractor shall meet with the WAM at the contractor's or WAM's location of business or by phone once a month as indicated by the WAM by Technical Direction.

Final deliverables status report shall be submitted in hard copy with a master and archive copy in electronic form.